

Newton Farm Community Association Meeting Room Hire – Terms & Conditions



- The individual making the booking will be personally responsible for complying with all conditions and for payment of hire and all other charges. One charge will be made to the booker.
- The Hirer must be over 18 years of age and shall be responsible for the supervision and care of the premises and their contents and for any damage that may be done in consequence of the hiring. The Hirer shall not use the premises for any purpose other than that described in the Booking Form and shall not use the premises for any unlawful purpose or bring anything on to the premises which may endanger or render invalid any insurance policies.
- All visitors & hirer's must sign in/out of the Visitors Book, located in the reception area. This will be used for roll call in the event of an emergency evacuation. All visitors must notify their contact on arrival.
- On street parking is available in the immediate vicinity, if none is available, call reception on 01432 279 116 and you will be advised of the contingency parking plan as we have limited off road spaces available nearby.
- The Hirer is to take good care of and not cause any damage to the premises and its contents and the Hirer shall make good and pay for any such damage caused by any act or neglect of the Hirer or anyone for whom the Hirer is responsible. The Hirer shall be responsible for making arrangements to insure against any third party claims whilst using the premises.
- Room capacity is for 15 persons (standing) for the full room. Seated capacity is 10 persons.

The hirer shall be responsible for ensuring that:

- The maximum number of visitors stated above is not exceeded
- At any event involving children there shall be sufficient adult supervision by persons accustomed to care and control of children
- No publicity or advertising material, flag, notices, emblems or other decorations shall be displayed on any part of the building or grounds without the prior permission of the NFCA
- Except with the prior permission of NFCA, no part of the hired premises shall be used by the hirer for the sale of anything whether by auction or otherwise
- No nails, tacks, drawing pins or similar shall be drawn into or stuck onto any part of the premises or its furniture including tables
- The NFCA shall not be liable for the death of or injury to any person attending the premises for the function or event which is the subject of the hiring or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted under these terms and conditions except where such death, injury or loss is due to the negligence of the NFCA.

Hire costs are outlined on the Hire Charges Information sheet and must include arrivals and departures. Hire Charges are worked out on a 2 tier basis.

Charges cover the following:

1. The staff time it takes to prepare and set up the room ready for use.
2. 13 chairs, 2 rectangular tables (1350x650mm), 2 semi-circle tables (1350mm) are available for room hirers' use.
3. Access to a whiteboard/flipchart, projector and screen and three laptops. Please refer to the attached Acceptable Use ICT Policy.
4. Use of a ground floor kitchen (including under counter refrigerator and microwave), hot water, crockery and cutlery.
5. Use of wifi internet

- Furniture set-up and equipment required will be provided as per instructions prior to the event. Hirers must notify NFCA of their room & IT requirements at time of booking.
- NFCA can provide hot water, tea, coffee, crockery and cutlery. Tea and coffee is charged at 20p per cup. We are unable to provide milk and biscuits/snacks for room hirers. Hirers are welcome to bring their own; there are two shops in the immediate vicinity and both hot and cold food is on sale nearby.
- Hirers must wash up any used crockery before leaving NFIC. The centre, including the kitchen, must be left clean and tidy at the end of the event, with all crockery and cutlery washed, dried and put away. A charge will be made for extra cleaning and/ or time, losses, damages, breakages, repairs, etc. and if the premises are left in a dirty, untidy or damaged condition.
- No alcohol may be sold on the premises, anyone under the influence of illegal drugs will be asked to leave the premises.
- The hirer is responsible for ensuring that no public nuisance (through noise, inconsiderate parking and/or vehicle movements), is caused.
- Hire is at the sole discretion of NFCA. The NFCA reserve the right to refuse individuals or organisations use of the room hire and to cancel any booking.
- All invoices will be calculated within the scale of charges in the charging policy.
- If a cancellation is made, a charge may be made. For bookings cancelled over a month in advance, no charge. Bookings cancelled 2-4 weeks in advance, 25% of the booking fee will be retained. Bookings cancelled less than 2 weeks prior to the booked date will incur a 50% cancellation charge on AM, PM or all day bookings, or the full amount for bookings of an hours duration.
- In the event of evacuation due to fire, flood, power outage etc. the room hire fee will be refunded in full.
- NFCA cannot accept liability for any claims, damages, costs and demands in respect of death or personal injury arising from the use of the NFIC by the hirer pursuant to this agreement insofar as such death or personal injury arises from negligence on the part of NFCA, its servants, agents or representatives.
- NFCA does not accept liability for loss or damage to property brought into the premises by or on behalf of the client however caused.
- The hirer is responsible to NFCA for any damage, breakage or removal of any property caused by the hirer or their guests, agents, employees etc.
- NFCA will not be liable in failing to provide facilities previously agreed, in the event that it is prevented from doing so by causes beyond its control.

- The individual making the booking will be personally responsible for ensuring that all users of NFCA ICT equipment comply with the Acceptable Use ICT Policy.
- The Hirer must allow sufficient time to ensure that the premises and all equipment used during the hiring are left in a clean and tidy condition and put away in relevant areas at the end of the event. An event must end at the agreed time. The Hirer must ensure that all areas of the hired premises and equipment used are left in a clean and tidy condition at the end of the event. If the Hirer fails to do so, an additional charge of £50 will be levied to the Hirer.
- NFIC is a no smoking premises. No-one may be allowed to smoke in the venue or within 6 yards of the entrances. Use of E-Cigarettes/Vapourisers is also not permitted in the building.
- The Hirer and all persons for whom the Hirer is responsible must comply with all legal and statutory requirements applicable to the use of the premises including all Fire and Health and Safety regulations and must not do anything that will or might constitute a breach of any statutory requirement affecting the premises or that will or might wholly or partly vitiate any insurance effected in respect of the premises from time to time.

Fire Evacuation Procedures;

On discovery of a fire, the smoke detectors will sound/the alarm will be raised. All staff and visitors will evacuate the building by the nearest exit. All people in the building should leave without stopping to collect personal belongings.

On evacuation, everyone must leave the building immediately and muster **on the grassed area to the side of the Mermaid Fish Bar**, where the visitor sign in sheet will be used to carry out a roll call, to ensure that everyone has left the building safely. Visitors may only re-enter the premises when a member of NFCA staff has stated that it is safe to do so.

The hirer shall acquaint themselves and all their visitors with the location of the fire exits. The hirer shall indemnify the NFCA against all cost/ actions arising from misuse or accidental activation of the fire alarms/ detection systems.

Newton Farm Community Association Acceptable ICT Use Policy



Who can use the computers?

In order to use one of the laptop computers, you must register with us by completing the registration form with the member of staff on duty at the front desk. Each time you use a computer, you should sign the computer log.

What can I do on them?

- There are three laptops available for use in the meeting room with no restrictions regarding use of USB drives etc. You may access the internet, send and receive e-mails and use Microsoft Office Applications. Hirers must understand that using our laptops is "high risk" as they are public computers and we cannot accept responsibility for security issues. You may also bring your own equipment to work on as wifi is available and included in the cost of room hire.
- Printing/ photocopying is available at a cost of 10p per side in black and white or 20p per side in colour.
- No programs should be loaded or downloaded onto any machine without the express permission of the NFCA. All such programs must be guaranteed free of viruses. Virus protection software will be regularly updated.

What activities are not allowed?

The following activities are not allowed during the use of computers/ ICT equipment:

- The IT Facilities are provided to enable personal computing/Internet access. You may not use them for personal financial gain or gambling. Use of public computers for political purposes or advertising must be pre-authorized by NFCA on an individual basis.
- You may not use them for any illegal, anti-social or inappropriate purposes.
- You are responsible for any activity taking place on the computer while you are using it. You must not attempt to access systems, programs or data unless you know they are intended to be used.
- Internet connections are provided through a permanent connection; separate dial-up connections are not permitted. If using other systems through the Internet, you must follow their rules as well as these.
- Your use of the computers must not offend or disturb others.
- You may not download/upload inappropriate material.
- You must not hold or process information about individuals except in accordance with the provision of the Data Protection Act of 1998.
- The security of the IT systems must not be compromised. Therefore you must not install, remove or alter the settings of the software or operating system. All requests for software additions or changes should be made to the Secretarial and Administration Assistant. You must not copy or re-use software in any way.
- Users must respect the copyright and source of text and images, whether typed, downloaded or scanned.
- The use of public chat rooms is not allowed.
- If you transmit personal or private information, including credit card or bank details, addresses etc. over the Internet, NFCA takes no responsibility for any consequences.

- Eating or drinking at the computer work-station is not allowed.

What is inappropriate material?

The term 'inappropriate material' includes anything offensive, obscene or harassing; anti-social or anarchic material; fraudulent e-commerce; copies of computer games or other software, and unsolicited commercial e-mail. You must not store such material or pass it on. Anything inappropriate received by e-mail or otherwise should be deleted immediately.

Can I use the computers to e-mail my friends?

Yes – but an on-line web-based service should be used. Staff can assist with setting up an account.

Security & good practice

- If you receive e-mails warning of security breaches and viruses, please alert staff. Do not forward them to others; many are hoaxes or false alarms.
- E-mail attachments may contain inappropriate material, malicious programs or viruses. You should not open any attachments especially from unknown senders. All e-mails received from unknown senders, especially those with attachments, should be deleted immediately as they are likely to contain viruses and/or Trojans
- Do not run or install any programs you are sent with e-mails you receive.
- E-mails should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.

If there are problems:

If you are worried about what is happening on the computer, please do alert a member of NFCA staff immediately. They are here to support you and will check that all is OK. You must not attempt to remove, switch off or modify utilities used to manage the system. If an error message appears on the screen, contact centre staff.

How private is my use of the computer?

NFCA may exercise its right to monitor the use of the computers including the monitoring of web-sites, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

If it is found that the computer has been used inappropriately, computer access will be denied in the future. However, you should also be aware that NFCA would seek to respect the privacy of people looking for information.

